



FINAL Minutes – November 17, 2017  
Approved December 21, 2017  
MD APA Executive Committee Meeting

Time: 10 am- 12 pm, Lunch at 12 pm until 1 pm  
Location: City of Annapolis P&Z

1 Call to Order

1.1 Meeting was called to order at 10:15 with the following attendees:

Jim Palma	(phone)
Peter Conrad	Aviva Brown
Adam Dodgshon	Dr. Sen
Christine Dunham	Lauren Good
Holly Tompkins	Jeremy Weiss
Laura Bianca-Pruett	Megan Griffith
Pat Haddon	
Erin McMichael (guest, excused during discussion of Admin position)	

1.2 no action

1.3 September minutes approved, October will be emailed for approval

2 Great Things Good News

Megan AIA Baltimore was very good, Dec 14 book talk and blogger 7:30-9PM Red Emma's coffee shop, may be for CMs

3 New Business

3.1 Jim – ad on website for a business manager, Erin applied, lots of experience in fundraising, interested in planning, like data, building networks, likes working and seeing organization happen. Pat – could organize where we meet, coordinate conference call, have things ready to go for meetings, etc. Jim – sees Erin (if chosen) helping with meeting setup regarding dates and venues.

3.2 Pat – we need an EEO person to be there for any behavior problems like harassment, nominate Lauren, 2<sup>nd</sup> by Holly, we need some guidance paperwork but want to start ball rolling with a person. Peter – we got another resume, another contacted Jim, have 4 people, 2 viable, 2 were practicing planners, will talk to Erin during lunch, 4<sup>th</sup> person we can interview. Jim – moves forward to formally interview Erin as well as others. Lauren – is there already a committee? Need to have approved interview committee ahead of interviewing, people on phone not same opportunity to get resume as those in attendance. Pat – there is no approval to hire anyone this year anyway so step back and do this possibly next month. Lauren – appropriate to vote to create a committee and see all resumes. Peter – concerned about sharing all resumes, thinks useful to screen worthwhile candidates to ExCom. Pat – concern of privacy and showing resumes around. Lauren – motion to approve committee to review resumes, how many resumes? 4 but 2 not interviewing and 4<sup>th</sup> was late but why interview if was late? Peter – this is contractual, part time, hope not to advertise again. Jim – wants someone as we go into January right away. Lauren – if late getting in a resume by deadline, why would we accept it and is committee ok with late resumes? Dr. Sen – offered to put ad online, FB, etc. Jim – will send out resumes to ExCom of those the committee Oks.

3.3 Jim – budget in 16 and Lauren/Pat reminded all not to do conference in competition with DE so pushing for 2019. Peter – “multi-day conference”? Dr. Sen – could arrange for space for a 1 day. Lauren – combined annual and 1 day conference in 2018 and start planning for 2019 in 18 budget have \$1500 for annual meeting based on this year's expenditure, hiring Sandy again to work on conference planning is that what we want to do again and

regarding fundraising options related to conference, wouldn't need funding in 18? But would need someone to plan, need a committee and we need to decide if we want Sandy back. Jim – wants committee going into 2018 ASAP. Aviva – interfaces with DE people through MPO and that DE is still looking to work with MD. Lauren – they are doing solo DE. Jim – we will advertise and support but not sponsoring otherwise, what about awards dinner in 2018? Something to discuss/plan. Lauren – line item for chapter conference but no line item for annual meeting in 2018 so will work on budget revisions for December meeting.

- 3.4 Peter – non-profit organizers pro bono to communities to help plan, park design, etc, 1 office in PG, 1 office in Baltimore, there is annual conference in 2018 in Baltimore, diversity of groups, want to know if conference sessions eligible for CMs? would be a service to the membership to have CMs OK and we materially participate. Pat – we should participate, also would fit under activities committee with Megan. Jim – we need to spend more time liaising with other groups in 2018, AIA, ASLA, etc. Pat – contacted by Les @ MACO and he wants to do Director round table with APA / MDP and all and will hopefully lead to CM opportunities that have been asked for, re MPCA conference was in a room with a lot of PC folks and lots of talk of regional planning and have MDP and APA facilitate those discussions.
- 3.5 Pat – Aviva has resigned due to work but will still be with us and be on committees and help with regional reps, thank you for your service! Megan has found someone to take her place as lead of Emerging Planners, Laura is here today. Laura – is a parking planner with City of Baltimore, will get masters from Morgan St. next month, things EP is great networking and venue for students. Megan – wanted to find someone she could trust with the group. Pat – wants EP to be very conscious of communicating with main chapter as they are a subset, but EP is doing great. Peter move, Adam second, approved. Lauren – says Laura is doing great and Megan has made a great choice and wishes the best. Peter – Steve Tasker heads young professionals at ULI in Baltimore and will introduce to Laura.

#### 4 Old Business

- 4.1 Jim – dates for work session, group settled on 21<sup>st</sup>, will send out formal agenda by email, have conference call around 2, start at 10 or so, no parking and not reimbursing, lunch will be provided, must email to confirm attendance because must check in and get visitor pass

#### 5 Officers and Committee Reports

- 5.6 Lauren – sent out report this morning, \$1600 in expenses in October, \$2300 in deposits, for December meeting will have revised budget for discussion and adoption, going into 2018 along with most recent 2017 bank statements, also a 16/17 comparison for 2018 and line item categories, if you have a request or expense reimbursement, let know ASAP
- 5.10 some others will be involved, Dr. Sen 5:30-7:30 Super Jury please come, Dr. Campo new director, Dr. Sen is new Dean, Pat asked that Jackie Seneschal be included, JMT person who is interested in being active could be another committee person

#### 6 Statewide

#### 7 Liaison Reports

- 8 Adjourn - motion to adjourn, seconded, approved, meeting adjourned at 11:48